

Agricultural Marketing Service
Office of the Deputy Administrator, Marketing Programs
Poultry Division
Market News Branch
Field Office
Office Automation Clerk, 326-3

PL25

I. INTRODUCTION

This position is located in a Field Office, Market News Branch, Poultry Division, Agricultural Marketing Service. The office is responsible for the collection and/or dissemination of poultry and egg market information to provide the agricultural community with unbiased market reports essential for making intelligent marketing and production decisions.

The incumbent provides clerical and administrative support for the office.

II. DUTIES

Provides current and historical market news in response to telephone and written inquiries from producers, processors and the news media. When information is not readily available, incumbent extracts data from prepared reports or makes necessary contacts to obtain it.

Assembles market news reports from information received via teletype and mail. Checks incoming documents for accuracy, and based on knowledge of the programs, calls errors to the supervisor's attention. Follows up by obtaining the correct data when instructed to do so by the supervisor. Some reports require the incumbent to contact the producers and processors on a weekly basis to obtain market information.

Types market reports, statistical data and correspondence in final form from handwritten drafts and worksheets.

Prepares time and attendance reports, travel vouchers, cost accounting reports, and requisitions for supplies.

Distributes mail and teletype messages.

Maintains mailing lists, files and manuals.

Contacts vendors or repair personnel for equipment and maintenance needs.

III. EVALUATION FACTORS

1 Knowledge Required by the Position Level 1-2, 200 points

Ability to operate a microcomputer, word processor, or computer terminal.

A basic familiarity with word processing and ability to learn spreadsheets, database management systems, and telecommunications software necessary to enter, revise, sort, or calculate and retrieve data for a variety of reports and documents on poultry and shell egg products. A qualified typist is required.

Knowledge of grammar, spelling, sentence structure, format and technical terminology.

Ability to learn the Poultry Division's organizational structure and USDA and AMS filing systems, procedural requirements for processing time and attendance reports, travel vouchers, and other reports.

A basic understanding of the purpose and objectives of the poultry market news service. Knowledge of the sources where factual information can be obtained. Ability to maintain courtesy, tact, and friendliness to maintain unbiased, responsive working relationships with all public and private interested parties.

Ability to communicate orally.

Ability to compute mathematical and statistical data on a computer system or calculator.

2. Supervisory Controls Level 2-2, 125 points

The officer-in-charge or supervisory clerk indicates in a general way what is to be done, limitations, priorities, and deadlines. Specific guidance is provided on new or unusual tasks on such things as format, printing and software. Incumbent must exercise individual judgment and initiative in relaying information and reviewing incoming data. Supervisor spot-checks finished work for accuracy.

3. Guidelines

Level 3-2, 125 points

Guidelines include manuals, agency and division administrative operating procedures, manufacturer's manuals and tutorials for users, agency correspondence procedures, style manuals, technical dictionaries, and oral instructions from the supervisor. The incumbent works strictly by the guidelines and any deviation must be authorized by the supervisor.

4. Complexity

Level 4-2, 75 points

The employee answers numerous inquiries from various trade interests concerning price, trend, supply, demand, and any other pertinent related information released from the local office or received from other offices. Assorted material from numerous sources is prepared in final form. Material must be free from error, in proper format with routing procedures followed. Releases contain technical terminology and phrases with a number of procedural guides which are specific and directly applicable to each work activity with little opportunity for deviation.

5. Scope and Effect

Level 5-1, 25 points

Accuracy and timely completion of each assignment is required as the incumbent must relieve the technical employees of as much detail as possible and speed up production within the office by maintaining the flow of clerical work with speed and accuracy. Market news reports are disseminated on a nationwide basis and it is vitally important that prompt and accurate information be released for use by the poultry and egg industries.

6. Personal Contacts _____ Level 6-1 and 7-1 combined, 30 points

Personal contacts are either by phone or in person with employees in the market news office or the branch, and persons outside the agency such as members of press associations, news media, and the poultry and egg industries.

7. Purpose of Contacts

Contacts are for receiving, recording, and relaying data and information concerning poultry and egg market information.

8. Physical Demands

Level 8-1, 5 points

The work is primarily sedentary but requires some walking and carrying of light items.

9. Work Environment

Level 9-1, 5 points

The work is performed in an office setting.

Total = 590